

SYNFILE+ REFERENCE CARD

To select a function, move the cursor using (CTRL) and the arrow keys and press (RETURN).
To return to the Main Menu, press (ESC).

Main Menu

Files Allows selection of operations to manipulate whole datafiles and to load the Create/Edit Form module.

Records Contains all operations for the entering, deleting, updating, calculating, retrieving, printing and re-indexing of records.

Reports Permits output of data in columnar format (List) or generalized form output (Labels) to printer and/or AtariWriter.™

Files Sub-menu

Open Load an existing datafile, its form, and its index. Close any currently open files.

Close Close the current datafile, saving the index.

Copy Copy a datafile to a new file.

Subfile Extract and copy a portion of a datafile to a new datafile.

Merge Combine separate datafiles with similar field names.

Rename Change the name of an existing datafile.

Format Erase disk contents and format to prepare for data entry.

Delete Erase a file from the disk.

Density Change the density of all drives. Do this before formatting and at the beginning of each session.

DIF→SynFile Convert DIF™ file to SynFile+ file.

SynFile→DIF Convert SynFile+ file to DIF file.

Records Sub-menu

Retrieve Recall records based on search criteria. Legal tests include:
< less than or equal to,
> greater than or equal to,
not equal to.
*String: Ending with string.
String*: Beginning with string.
String: Contains string anywhere in the data field.

You can type the exact match or leave it blank (retrieves all). To go on to the next record, press START. To delete, print, or calculate displayed record, press OPTION.

Enter Type data into blank record form.

Update All Make specified changes to record data on all records meeting the search criteria.

Delete All Delete all records meeting the search criteria.

Re-Index Establish new index fields and lengths, select *DONE*, to exit.

Reports Sub-menu

Lists Produce columnar report of data.

Labels Produce generalized form (mailing label) report of data.

Some Common Terms

field Each of the named input segments in a record form.

file A collection of data records.

form A blank template consisting of named fields and associated blank entry lines.

formatting Erasure process which prepares a disk for the acceptance of data.

index Field(s) selected for sorting the datafile.

record A single, filled-in data form.

Field Types and Specifications

text accepts letters, numbers, symbols, and spaces literally.

numeric accepts real numbers, numbers with decimal portion. (−2*10 to 97th power to +2*10 to the 97th power.)

cumulative serves as bucket to collect a running total of values contained in other fields in the record. Updated only by pressing OPTION and selecting Calculate.

look-up entries will be validated against a table that you define.

dollar accepts numbers and decimal points and displays in dollar format: $999.99.

record # serves as register to contain an ascending, sequential number. Initialized to 1 and incremented by 1 for each record entered.

date accepts numbers, in mm/dd/yy format.

integer accepts whole numbers, no decimal portion. (−32768 to +32767)

counter serves as register to contain an ascending, sequential number. Can specify starting value and increment.

conditional retains specified text entry based on the true or false status of your comparison formula.

computed calculates the results of a formula that you specify in the record form.

